

CANDIDATE FILING CHECKLIST

☐ A Political Committee **Statement of Organization** or **\$500 Threshold Exemption Statement** must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions.

The candidate filing period for all other documents begins **May 15, 2006 at 8:00 a.m.** and ends **June 14, 2006 at 5:00 p.m.** Candidates (or their representatives) must present ALL of the necessary paperwork at one time. Candidates will be taken on a first-come, first-served basis. The Secretary of State's staff processes all nominating papers presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the candidate filing period.

1. **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**

(All three of these are on the same one-page form)

- ☐ Make sure to answer every question and fill in every blank.
- ☐ Write the candidate's name exactly how he or she wants it to be printed on the ballot.
The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
- ☐ The candidate must sign the form and have the signature notarized*

2. **Financial Disclosure Statement**

- ☐ Covers 12-month period preceding the filing (This is a different time period from the public officer filing in January)
- ☐ The candidate must sign the form and have the signature notarized*
- ☐ Candidates for federal offices are exempt from compliance with Arizona's personal financial disclosure requirements. A.R.S. § 38-541(8)

3. **Nomination Petitions**

- ☐ The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the Secretary of State cannot accept the nomination papers.
- ☐ Check to see that the circulator portion on the back of each petition is complete:
 - ☐ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
 - ☐ Did the circulator sign the back of each petition?
- ☐ Check to see that the signature portion of each petition is complete:
 - ☐ Is there a date for each signature?
 - ☐ Is there an actual residence address including city or town, or a description of the residence location, for each signature?
- ☐ Please sort the petitions by county. Statewide candidates must file the minimum number of signatures required statewide, AND the minimum number of signatures required in at least 3 counties.

4. **Statement of Organization OR \$500 Threshold Exemption Statement.**

A Statement of Organization registering the *candidate's campaign committee* OR a \$500 Threshold Exemption Statement must be filed before the time of filing nomination papers or the other documents. If the candidate has an exploratory committee open at the time of filing, then the candidate, chairman and treasurer must file an amended Statement of Organization to change the committee to a candidate's campaign committee.

Optional Paperwork - Statement on Recall: This is an optional form that federal candidates may file.

* The Secretary of State's staff will notarize forms, free of charge, if the signer presents appropriate picture identification. Blank forms are available at the Secretary of State's office.